27 February 1958

25X1A9A   MEMORANDUM FOR: Mr. [   ]

SUBJECT: Comments on Draft [   ] dated 26 February 1958   25X1

1. <u>Policy</u>

a. I believe this is too general. The Council made the point --
evaluation will be prepared for each staff employee and staff agent at
least once each year.

b. (1) Supervisors at all levels do not prepare Fitness Reports.
First line supervisors make reports but the chain of command can make
any determination as to what level of supervisors make out Fitness
Reports. /Suggest: Leave out who makes reports but state annual,
reassignment, and special reports made in accordance with the regulation./

(2) I believe it is the understanding that Form 45 will always
be used except for GS-14 and above. It is considered dangerous to leave
a loophole so supervisors at all levels may use a brief memorandum which
generally says nothing.

c. I believe that administrative officers check to see that a report
is complete. Reviewing officials determine whether supervisor is under-
rating or overrating an employee.

d. <u>To show or not show</u>, of course, is the most ticklish part of the
regulation. I think it could be dealt with by stating, "It is Agency
policy that employees be informed concerning the effectiveness of their
work."

e. Last sentence leaves situation that the Head of Career Service
will legally have to show the report when it is inadvisable for medical
or psychological reasons. /Recent Supreme Court decision -- an Agency
or department administrative regulation is the same as a Federal Execu-
tive ruling./

2. <u>Responsibilities</u> -- okay

3. <u>Reporting Schedule</u> -- I think "Types of Reports" rather than "Reporting
Schedule" is more descriptive. Under this section a description and schedule
could be included for each type. The Council made the point that signifi-
cance of <u>Initial Report</u> should be emphasized. In the schedule for annual
reports -- heading should be "To Be Received in Office of Personnel By".

c. (2) There is no way to enforce this since Form 1152 is prepared
by the gaining component.

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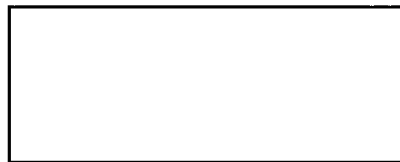
4.   Initiation of Reports

a.   This is required in case of initial report but I am not sure RSD wants to be tied down to send list in case of annual reports.

b. & c.   These two directions seem unnecessary. This is implied in description of reports I think.

5.   Routing of Reports -- I think all directions necessary are report will be submitted to Office of Personnel in triplicate. Goes to Head of appropriate Career Service then to Office of Personnel. Heads of Career Services may or may not want copies -- this is decided in each Service.

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Not seen by Mr [ ] as of this date

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